

# JOB DESCRIPTION

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**POSITION TITLE:** Commander – Auxiliary and Communications

**REPORTS TO:** Deputy Chief - Operations

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**SUMMARY:**

The commander of auxiliary and communications is responsible for the oversight, coordination, and ongoing training of auxiliary members to support EMS and Fire/Rescue Operations, and to oversee, coordinate and monitor communications programs within the operations division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates volunteer activities including recruitment, training, and administration
- Coordinates and delivers monthly training activities for volunteers
- Conducts or arranges the appropriate training and development of volunteers
- Ensures that volunteers maintain the standards of training, dress code and behavior expected of the company.
- Deploys volunteers to the appropriate assignments as required
- Volunteer disciplinary action in collaboration with other officers, and human resources
- Assists management team as required in recruitment of staff
- Oversees communications policies and procedures
- Trains and recruits dispatchers, and ensures dispatch services are available on scheduled events
- Maintains and coordinates communication equipment
- Other duties as assigned

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**Date of Approval:** March 6, 2017

**Date to be Reviewed:** March 7, 2019

**Authority:** Chief

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**EMS OPERATIONS DIVISION**

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